

**MIDDLETOWN TOWNSHIP PUBLIC LIBRARY**  
**55 New Monmouth Road, Middletown, NJ 07748**  
**Regular Board Meeting Agenda**  
**February 20, 2013 – 7:00pm**

**I. CALL TO ORDER**

**A. MISSION STATEMENT**

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

**B. STATEMENT OF ADEQUATE NOTICE**

The February 20, 2013 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the Asbury Park Press on January 29, 2013 and the Independent on January 30, 2013 and posted in the Library and at Town Hall on February 15, 2013 in accordance with the "Open Public Meetings Act," P.L., 1975, c.231.

**C. ROLL CALL**

Siebert	<input checked="" type="checkbox"/>	Monaghan	<input checked="" type="checkbox"/>	Breen	<input checked="" type="checkbox"/>
<del>Murray</del>	<input type="checkbox"/>	Nelsen	<input checked="" type="checkbox"/>	Cordiano	<u>absent</u>
Wilson	<input checked="" type="checkbox"/>	Siwec	<input checked="" type="checkbox"/>	Vitkansas	<input checked="" type="checkbox"/>

*M. Convery  
resigned*

Also present: McOmber ☒ O'Neal ☒ LaTona ☒

**D. Flag Salute**

**II. Public Session on Agenda items**

**Statement to the Public**

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

**III. Minutes of January Meeting**

**IV. 2012/2013 Financial Reports – Action**

- A. 2012/2013 Voucher List
- B. Overview 2012/2013 Checks
- C. Financial Report as of 12/31/12
- D. Statement of Financial Assets of 2/1/12

**V. Correspondence**

**VI. Reports**

- A. President
- B. Director
- C. Foundation

**VII. Old Business**

- 2013 Budget - Action

Middletown Township Public Library  
55 New Monmouth Road, Middletown, NJ 07748  
Regular Board Meeting Agenda  
October 17, 2012 – 7:00pm

**VIII. New Business**

- Purchasing Resolutions
- Award of Bid – HVAC Maintenance & Repair
- Introduction of Program Policy – 1<sup>st</sup> Reading

**IX. Public Session**

**X. Executive Session – If Needed**

**XI. Regular Session – Remaining Business**

**XII. Adjournment**

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT  
REVISED EDITION

	A	B	C	D	E	F	G
1							
2	<b>Revenue Sources</b>	<b>Municipal Funds 2013</b>	<b>Est. Surplus from Municipal appropriation in 2010 &amp; 2011</b>	<b>State Aid</b>	<b>Fine &amp; Copier Reserves, Current &amp; Prior years</b>	<b>Revenue from fines, fees in 2013</b>	<b>Total</b>
3	<b>Balance Available 12-31-2012</b>		<b>50,000</b>	<b>123,726</b>	<b>460,570</b>		<b>634,296</b>
4	<b>Revenue Anticipated 2013</b>	<b>3,470,977</b>		<b>29,000</b>		<b>84,000</b>	<b>3,583,977</b>
5	<b>TOTAL REVENUE:</b>	<b>3,470,977</b>	<b>50,000</b>	<b>152,726</b>	<b>460,570</b>	<b>84,000</b>	<b>4,218,273</b>
6							
7							
8	<b>EXPENSES</b>	<b>Municipal</b>	<b>2010 &amp; '11 Surplus</b>	<b>State Aid</b>	<b>Reserves</b>	<b>2013 fines &amp; fees</b>	<b>Total</b>
9	<b>Salaries, Wages &amp; Related Expenses</b>						
10	Salaries & Wages	1,666,453					1,666,453
11	Statutory Benefits	104,000					104,000
12	Health Care	769,480					769,480
13	Unemployment Insurance	19,200					19,200
14	PERS Employer Contribution	185,000					185,000
15	Workman's Comp Insurance	104,000					104,000
16	<b>Subtotal S,W,B</b>	<b>2,848,133</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,848,133</b>

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT  
REVISED EDITION

	A	B	C	D	E	F	G
17							
18	<b>General Operations</b>	<b>Municipal</b>	<b>2010 &amp; '11 Surplus</b>	<b>State Aid</b>	<b>Reserves</b>	<b>2013 fines &amp; fees</b>	<b>Total</b>
19	Liaibility Insurance	44,460					44,460
20	Township Administrative Services	24,948					24,948
21	Township Purchasing Services	7,524					7,524
22	Township Finance Dept. Services	44,460					44,460
23	Supplies	30,000			10,000		40,000
24	Equipment [minor]- not computers	-			1,000		1,000
25	Dues/memberships	-		597			597
26	Training	0.000		8000			8,000
27	Programs	-					-
28	Professional Services	12,500					-
29	Automation	23,000		30,000	20,000		73,000
30	Repairs & Maint.	-			16,000		16,000
31	Groundskeeping/Snow/Ice Removal	8,000			12,000		20,000
32	Service Contracts	30,000			40,000		70,000
33	Internet-telecommunication	15,600					15,600
34	<b>Subtotal Operations</b>	<b>240,492</b>	<b>-</b>	<b>38,597</b>	<b>99,000</b>	<b>-</b>	<b>365,589</b>
35							



2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT  
REVISED EDITION

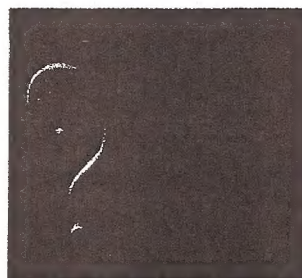
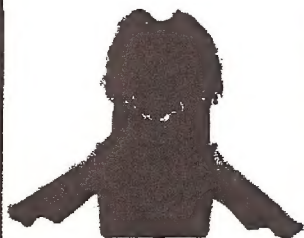
	A	B	C	D	E	F	G
36	<b>Materials</b>	<b>Municipal</b>	<b>2010 &amp; '11 Surplus</b>	<b>State Aid</b>	<b>Reserves</b>	<b>2013 fines &amp; fees</b>	<b>Total</b>
37	Books	100,000	50,000	85,000	20,000	45,000	300,000
38	Periodicals	20,852					20,852
39	Audio Books	14,000			14,000		28,000
40	E-Books	17,500			22,500		40,000
41	Music cds	2,500			9,500		12,000
42	DVDs	15,000			22,000		37,000
43	Electronic Reference/Databases	32,000			25,000		57,000
44	<b>Subtotal Materials</b>	<b>201,852</b>	<b>50,000</b>	<b>85,000</b>	<b>113,000</b>	<b>45,000</b>	<b>494,852</b>
45							

2013 DRAFT BUDGETSHOWING EXPENSES BY ACCOUNT  
REVISED EDITION

	A	B	C	D	E	F	G
		Municipal	2010 & '11 Surplus	State Aid	Reserves	2013 fines & fees	Total
46	<b>Utilities</b>						
47	Electricity	130,000					130,000
48	Telephone	14,000					14,000
49	Water	10,000					10,000
50	Gas	20,000					20,000
51	Oil	3,000					3,000
52	Sewer	3,500					3,500
53	<b>Subtotal Utilities</b>	<b>180,500</b>	-	-	-	-	<b>180,500</b>
55	<b>TOTAL OPERATIONS EXPENSE Lines 34, 44 &amp; 53</b>	<b>622,844</b>	<b>50,000</b>	<b>123,597</b>	<b>212,000</b>	<b>45,000</b>	<b>1,053,441</b>
57	<b>TOTAL EXPENSES BY ACCOUNT</b>	<b>\$ 3,470,977</b>	<b>\$ 50,000</b>	<b>\$ 123,597</b>	<b>\$ 212,000</b>	<b>\$ 45,000</b>	<b>\$ 3,901,574</b>
59	Maintenance & Repair Reserve				61,000	39,000	100,000
61	<b>Yr End BALANCE by ACCOUNT</b>	-	-	29,129	212,000	45,000	286,129
63	<b>TOTAL LIBRARY BUDGET</b>	<b>\$ 3,901,574</b>					
65	<b>Municipal % of Total Budget</b>	88.96%					
66	<b>Reserves % of TOTAL BUDGET</b>	11.04%	\$430,597				30570

*January 2013*

## *The MTPL Virtual Library*



## *Open for Business 24/7*

*Through databases Mango and Universal Class, Middletown Library cardholders can learn languages on beginner and more advanced levels, and actually take self-paced online classes on writing, business skills, medical career training, test preparation, science, parenting, history, math, and much more.*

*1,927 Ebooks Checked Out*

*25,000 Online customer self-renewals*

*434 Mobile App Users*

*13,243 Mobile App Searches*

*26,587 Database Searches*

*764 Facebook & Twitter interactions*

*378 Evanced & Meetup OnLine Signups for Programs*

*92 Zopim Virtual reference chats, emails and texts*

A good definition of "Digital Branch" comes from David King in his October 2009 *American Libraries* article. "A digital branch is a branch library, delivered digitally, on the web. It offers much more than a traditional library website ... because a digital branch has real staff, a real building, a real collection, and a real community happening on and around it. With a digital branch, you give patrons a choice about how they interact with you. For instance, they can go to the library by simply visiting your website. Or, through tools such as RSS or outpost sites such as Facebook, they can have the library come to them. A traditional library model really can't duplicate that experience."

We believe that the Middletown Library, with its myriad virtual services now being used by increasing numbers of customers, has reached the tipping point and is now in essence operating a digital branch.



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